



ACQUISITION AND  
TECHNOLOGY

## OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON DC 20301-3000

SEPTEMBER 10, 2001

DP(EB)

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT), ASA(AIT)  
EXECUTIVE DIRECTOR, ACQUISITION AND BUSINESS  
MANAGEMENT, ASN(RD&A)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC

SUBJECT: Year-end Validation of Contract Reporting Data

As we are nearing the end of the fiscal year, contract reporting efforts become paramount for all of us. As you know, I frequently highlight the importance of accurate and timely data as I address the contracting workforce. As Congress and others use this data to judge how well we are complying with various programs and initiatives, the accuracy of our data plays a critical role in the Department's statistics. This is where commanders, directors, mid-level managers, and buyers can make a real difference. I seek everyone's support in validating our contract reporting data. Procedures should be in place now to validate quarterly and year-end data. I know many of you have initiatives underway to identify and correct inaccurate data throughout the entire year. I applaud those efforts and pass along a heartfelt thanks to your reporting monitors for their proactive leadership. As we prepare to finalize our FY 01 data, please ask your monitors to pay particular attention to new reporting elements are those for bundling, HUBZones, Very Small Business set-asides, and Fixed Price Award Fee type contracts. Typically newer data elements incur higher reject rates and result in inaccurate reporting. Finally, as your activities and buyers begin reporting all their year-end actions, please seek their support in reporting those actions both accurately and timely. With their assistance, we plan to close out the Department's data before the end of the calendar year.

Please pass my personal thanks to your contract reporting monitors and buyers for their diligence each and everyday! They contribute greatly to our overall contract reporting efforts – which are critical to the Department and beyond. My action officer for reporting issues is Melissa Rider, melissa.rider@osd.mil or (703) 695-1098.

Deidre A. Lee  
Director, Defense Procurement

cc: WHS/DIOR  
OSD/SADBU

